

VENDOR DATA TRANSMITTAL & DISPOSITION FORM

FORM INSTRUCTIONS

The Supplier/Subcontractor shall utilize this form or an approved equivalent as a cover sheet for all vendor data submittals. Vendor data shall be submitted to the address specified in the Purchase Order / Contract.

Vendor Data shall be legible, reproducible, and comply with all applicable Purchase Order / Contract requirements. Vendor data submittals shall not be utilized to request deviations from, or changes to, the Purchase Order / Contract. Vendor data shall be submitted on a stand-alone basis. Reference to, or review of, previous submittals is prohibited. Vendor data shall clearly identify the submittal item and the submittal number to which it applies.

The Supplier/Subcontractor and all lower-tier suppliers shall perform no work for which the vendor data has not been reviewed and dispositioned by the Contractor in accordance with the Vendor Data Requirements.

Vendor data causing any change to design details, layouts, calculations, analysis, test methods, procedures, or any other Purchase Order / Contract requirements shall be identified to the Contractor utilizing Form 540.33, Information Change Request.

Most of the items on this form are self-explanatory, but the following items require clarification:

- *INEEL VDS Number:* The item from the INEEL-supplied Vendor Data Schedule that the submitted item is intended to address (in part or in full).
- *VDT Item Number:* IF more than one submitted line item will be used to satisfy a given INEEL VDS Number, THEN the Supplier/Contractor assigns a Vendor Data Transmittal (VDT) tracking number in x of y format (i.e. 1 of 4).
- *Tag Number:* The INEEL-supplied number that uniquely identifies Structures, Systems, or Components (SSC), or equipment items. This number will appear on drawings or specifications. If no number is available, leave this box blank.
- *Submittal Status:* Choose one of the following abbreviations:
 - MA – Mandatory Approval
 - IO – Information Only
 - OE – Or-Equal Item Submitted for Approval
 - RS – Re-Submittal
- *Revision Level:* Tracking number assigned by the Supplier/Subcontractor to identify re-submittals; the initial submittal is always revision level 0, and subsequent submittals are revision level 1, 2, etc.
- When last submittal for a schedule line is sent for review – note in the remarks field “Approval of this submittal will complete schedule line item number XX of this contract.
- *INEEL VDR Number:* The unique number assigned to a submitted vendor data item by the INEEL when it is entered into the Vendor Data System. NOTE TO SUPPLIER/SUBCONTRACTOR: Identify the assigned INEEL VDR Number on all re-submittals or revisions.
- *Disposition Code:* The INEEL approving authority assigns this code; disposition codes are:
 - (A) Work may proceed.
 - (B) Work may proceed with comments incorporated; revise affected sections and re-submit.
 - (C) Work may NOT proceed. Revise and resubmit.
 - (D) Received for Information Only.

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To be completed by Supplier/Subcontractor

Purchase Order or Subcontract Number: _____ Project Title/Number: _____
Submittal Number: _____ Supplier/Subcontractor Name: _____
Submittal Date: _____ Address: _____

INEEL VDS Item No.	VDT Item No.	Specification/ Drawing Reference	Tag Number	Submittal Status	Revision Level	Supplier/ Subcontractor Document Number (if applicable)	Description	INEEL VDR Number	Disp Code

Remarks

Supplier/Subcontractor Authorized Signature / Date

To Be Completed by Contractor/AE

INEEL Authorized Signature / Date

[illegible]